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DEPARTMENT OF LABOR
WORKERS COMPENSATION DIVISION
NATIONAL LIFE DRIVE, DRAWER 20
MONTPELIER, VT 05620-3401
(802) 828-2286

Rev. 1/05

State File No: _____

Date of Injury: _____

Vocational Rehabilitation Screening Notice and Response Form

Important information concerning workers' compensation vocational rehabilitation benefits.

What is vocational rehabilitation (VR)? VR is a service provided by a VR Counselor to assist an injured worker with a return to suitable work as quickly as possible. The goal of VR is to assist the injured worker's return to suitable employment that is within their physical capabilities, and similar to their wages at the time of injury.

VR services may include:

- a. collection of medical information regarding an injured worker's physical capabilities
- b. vocational assessment
- c. vocational counseling
- d. job analysis and modification
- e. job development and placement
- f. job search skills training
- g. coordination of retraining
- h. follow up after re-employment.

What is the role of the VR counselor? The VR counselor first determines if you are entitled to VR services, and will then provide information regarding vocational services that are available. This determination is made based on your ability to return to suitable work given your previous training and experience. If entitled, the VR counselor will work with you to develop a plan that will result in suitable employment based on your training and experience, pre-injury wage and physical capabilities.

How is the VR counselor selected? Your employer or workers' compensation insurance carrier will assign a VR counselor to you, chosen from a list of certified counselors provided by the Vermont Department of Labor. You have the right to select another counselor by giving written notice to the Vermont Department of Labor, providing reasons for your dissatisfaction, and designating a new counselor of your choice. The list of certified counselors is available on the Vermont Department of Labor web site at:

<http://www.state.vt.us/labind/wcomp/VRcounselors.pdf>.

How do I challenge a VR determination? If you are found not entitled to VR services, you have the right to contest a vocational rehabilitation determination by writing to the Vermont Department of Labor and indicating the matter you contest, explaining your reason(s), and attaching any evidence that you feel supports your position.

Who pays for VR services? VR services are provided at no cost to you. Services are paid by the insurance carrier, including any vocationally related expenses that are included in an approved return to work plan. Vocationally related expenses can include tools, training courses, books, equipment, etc.

What do I do next? The first step in the VR process is to complete the form on the following page and return it to the Vermont Department of Labor. If you have any questions regarding this form, please contact Trudy Smith, Vocational Rehabilitation Specialist, at (802) 828-2991.



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Rev. 12/04

State File No: _____
Date of Injury: _____

www.labor.state.vt.us

Vocational Rehabilitation Screening Notice and Response Form

Employee Name _____ **Telephone No.** _____
Address: Street/City/State/Zip _____
Employee's Attorney (if applicable) _____
Injury: _____ **Occupation:** _____ **Treating Physician:** _____

Please complete this form, sign it and return it to the address indicated above.
You may retain page one of this form for your records.

- ☐ I am interested in receiving vocational rehabilitation services.
- ☐ I am not interested in receiving vocational rehabilitation services.*
- ☐ I am unclear about the VR process and would like additional information.

*Injured workers who decline VR services may request them at a later date by writing to the Department of Labor and providing their reasons why they should receive services.

Signature: _____ **Date:** _____